

JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk
LOCATION: Fourth District Court - Orem
STEP RANGE/SALARY: 28 - 40/\$9.69(entry) - \$13.42 (midpoint) DOE
26/\$9.18 hour with less than minimum qualifications
TYPE OF POSITION: Full- time with benefits
CLOSING DATE: January 13, 2004, at 5:00 p.m.

APPLICATIONS SHOULD BE DIRECTED TO:

Becky Downey
Fourth District Court
125 N 100 W
Provo, UT 84601
Phone: (801) 429-1037

DUTIES:

Under close supervision, performs legal work in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- Preparing and issuing orders, case dispositions, and maintaining records
- Establishing and maintaining court dockets, calendaring court dates and confirming court arraignments
- Maintaining jury rolls and performing other related jury duties
- Performing in-court duties such as taking minutes, running recorder, etc.
- Typing judges' correspondence, decisions, and similar documents
- Receiving payments for fines and fees and updating case records
- Performing follow-up work subsequent to court sessions

MINIMUM QUALIFICATIONS:

Graduation from high school or GED **plus** three years of: 1) higher education, or 2) clerical experience, or 3) customer service experience in an office setting, or 4) any combination of the above. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required. **Applicants must submit verification of a minimum of 40 wpm typing speed from Dept. of Workforce Services.**

APPLICATION PROCEDURE: Applications may be obtained from the Dept. of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, (801) 578-3890 or 578-3804, Fourth District Court 125 N 100 W, Provo, (801) 429-1037, or online at www.utcourts.gov/admin/jobs.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.